

Employee Recognition Volunteer of the Month Award

Purpose

The Employee Recognition Volunteer of the Month Award was created to recognize the outstanding contributions made by individual members of the Annual Children's Party, Healthy Workplace, Inspiring from Within, McMaster Employee Spirit Society, Take Our Kids to Work Day, and United Way Workplace Campaign committees. Each month a member is selected by the Employee Recognition Team and presented with an award and certificate at the member's committee meeting.

Criteria

- Volunteers are only eligible to receive this award once per calendar year.
- All volunteers on Employee Recognition (ER) committees, regardless of their employment status, are eligible for the award.
- The volunteer showed an active interest in McMaster University.
- The volunteer displayed consistent attendance on the committee.
- The volunteer has a cooperative attitude and contributes to committee moral.
- The volunteer has positively impacted the committee by actively volunteering in that particular month.
- The volunteer has shown leadership capabilities within the committee.
- The volunteer has provided feedback and/or been involved in committee work both during and outside of committee meetings.
- The volunteer has demonstrated outstanding contributions to the committee and went above and beyond expectations.
- The volunteer has helped build community capacity by encouraging others, helping them to achieve their potential.

Process

- Each ER coordinator will choose an ER Volunteer of the Month and will present their case at the ER monthly team meeting, explaining why they think their candidate should be "Volunteer of the Month".
- Each ER coordinator will describe how the actions of the volunteer have impacted the committee they volunteer with, and how the candidate has contributed to McMaster's success and mission.
- Volunteer members may choose to suggest the nomination of peers from their committee to their ER coordinator by submitting a written statement explaining why their peer should be considered for that month. The information should include a description of how the candidate has met the above criteria.

Recognition

- The selected volunteer's name, photo, and nomination highlights will be published on the ER Volunteer website each month.
- A frame-able ER Volunteer of the Month certificate and ER 'SWAG' will be presented to the chosen volunteer of the month at their next committee meeting by their program coordinator.
- The selected volunteers will be featured in the Health, Safety & Risk Management Newsletter, when possible.

- A worth mentioning article will be submitted to highlight the achievements of the selected volunteers on an annual basis.



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